

Existing Organizational Units

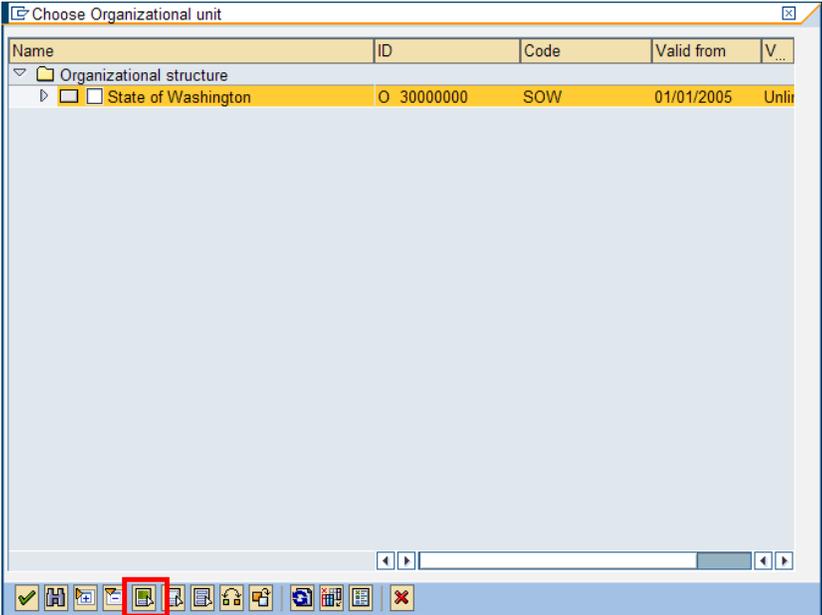
- Purpose** Use this procedure to view existing organizational units in your agency.
- Trigger** Perform this procedure when viewing your agency’s existing organizational units (department, division, etc).
- Prerequisites**
 - The organizational units must exist.
- End User Roles** In order to perform this transaction you must be assigned the following role: Personnel Administration Inquirer/Processor/Supervisor

Change History	
Date	Change Description
08/17/2009	New procedure created.

Transaction Code S_AHR_61016491

Helpful Hints

When searching by Structure Search, use the  (Select subtree option) found on the bottom of the Choose Organizational Unit window. Once the Business Area or Personnel Area has been selected, the *Select subtree option* will select all organizational units from that subtree.

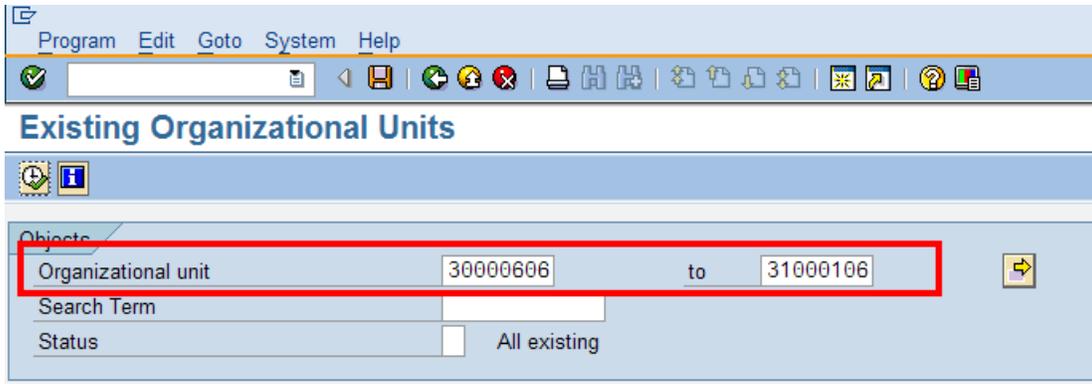


Procedure

1. Start the transaction using the transaction code **S_AHR_61016491**.

2. In the Objects section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Organizational unit	R	<p>Represents departments, regions, divisions, units or other groupings within an Agency.</p> <p> Click the  (Matchcode) to open the selection list. Search by Structure Search to view your entire agency's organizational structure. Be sure to select all your applicable organizational units. See the Helpful Hints section above for additional information.</p> <p>Example: 30000606</p>



3. In the Reporting period area, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reporting Period	C	<p>This is the time frame in which data entry was created and stored.</p> <p> Click  (Dropdown) to view the selection list. See the OLQR HRMS Report website for information regarding Date Selection for Reports.</p> <p>Example: All (Default)</p>



4. Click  (Execute) to execute a process or action.

OT	Start date	End Date	Object name	Abbr.	Object ID	S
O	01/01/2005	12/31/9999	EXECUTIVE MANAGEMENT	0100	30000601	1
O	01/01/2005	12/31/9999	POLICY	0110	30000602	1
O	01/01/2005	12/31/9999	LEGAL	0120	30000603	1
O	01/01/2005	12/31/9999	COMMUNICATIONS	0130	30000604	1
O	01/01/2005	12/31/9999	ADMINISTRATION	1000	30000605	1
O	01/01/2005	12/31/9999	DEPT OF FINANCIAL INST	102	30000606	1
O	01/01/2005	12/31/9999	ADMINISTRATIVE SUPPORT	1100	30000607	1
O	01/01/2005	12/31/9999	FISCAL	1200	30000608	1
O	01/01/2005	12/31/9999	HUMAN RESOURCES	1300	30000609	1
O	01/01/2005	12/31/9999	INFORMATION SERVICES	1400	30000610	1



The above screenshot displays the Object Type (OT), Start date, End Date, Object name, Abbr., Object ID, and Status (S).

- You have completed this transaction.

Results
You have generated the Existing Org Unit Report.
Comments
None.